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CARLETON COLLEGE SPORT CLUBS PROGRAM STAFF & IMPORTANT PERSONNEL

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EMERGENCY CONTACTS

If one of the following should occur, Death of a Student, Serious Accidents or Injuries involving Students, or Assault of a Student, please call the personnel below, in the order listed, until one person is reached. Call at anytime. If during 8.00am-5.00pm, call the office number.

Carleton College Security	646-4444	
Aaron Chaput	763-218-5087 cell	507-222-4483 WK
Mikki Showers	507-330-0572 cell	507-222-4481 WK
Leon Lunder	507-645-7155 HM	507-222-4056 WK

OTHER IMPORTANT NUMBERS

DEAN OF STUDENTS OFFICE	646-4075
CAMPUS ACTIVITY	646-4462
FACILITIES	646-4133
GROUNDS	646-4137
WELLNESS CENTER	646-4080

SPORT AND REC. FACILITY NUMBERS

RECREATION CENTER	646-4487
COWLING	646-4431
WEST GYM	646-4159
STADIUM	646-4050

IMPORTANT SPORT CLUBS DATES

September

First Club Captain/Treasurer Meeting: Monday September 21, 7-9pm (Leighton 304)

Sport Clubs Injury Clinic/Alcohol Awareness TBD

Fall Facility/Field Practice requests Due: September 18

Team Roster Due: Friday, September 25

Participation Waivers/Insurance Acknowledgement Due — PRIOR TO PARTICIPATING

October

Fall Competition Schedule Due: October 3

Budget Outline Due October 10

President Agreement Due October 10

November

Winter Facility Practice Requests: November 14

PE Roster return to Aaron Chaput, November 14

January 2010

Winter Sport Clubs Captains Meeting: Tuesday, Jan. 13, 7-9pm (Leighton 304)

Sport Clubs Injury Clinic/Alcohol Awareness TBD

Winter Team Roster Due: Friday, January 16

Winter Competition Schedule Due: Friday January 16

March

Spring Facility/Field Practice Request Due: March 6

PE Roster return to Aaron Chaput, March 6

April

Budget Training: April 2 à Time and Location TBD

Sport Clubs Council-Budget Requests: April 10

Spring Team Roster Due: April 7

Requests for Active Club Status from new clubs: April 30

May/June

Submission of registered active Sport Club: May 29

Final Year-End & Inventory Report: May 29

PE Roster return to Aaron Chaput, May 29

Election of new Club Officers due: June 5

INTRODUCTION

SPORT CLUBS PHILOSOPHY:

The philosophy of the Sport Clubs program is to promote health, physical well being and the acquisition of physical skill development.

The Sport Clubs program is part of the Physical Education, Athletics and Recreation Department (P.E.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational or instructional in nature. Clubs may represent the college in competition and/or may conduct intraclub activities such as practice, instruction, social and tournament play.

SPORT CLUBS OBJECTIVES:

To make available to students opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills. Staff, faculty and alumni may attend practices and instructional classes but not participate in organized competition.

To provide an avenue for camaraderie in the college community through common interests; to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.

To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs and to become officers thereof.

DEFINITION OF A SPORT CLUB:

A Sport Club is a group of students organized for the purpose of furthering their common interests in an activity through participation and competition. A Sport Club must have a **minimum number of active participants(10)** to be eligible to be recognized as an active Sport Club. (A club becomes ineligible for active status if they are unable to fill the required club officer positions or field enough players to compete in a regional or state competition).

Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as, through the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the college setting.

ORGANIZATION:

Sport Clubs are ranked on a 2-tier system.

This system is necessary in part due to the large increase in demand of groups wanting to develop new Sport Clubs. The 2-tier system gives clubs that qualify under the guidelines presented in *Forming a new Sport Club* a chance to demonstrate that there is support for such a club amongst the community. Further, this policy allows for a grace period in order that the Sport Clubs Program can better prepare to allocate its limited resources. **The Sport Clubs Program recommends a maximum of 27 clubs (dependent on CSA funding and approval) per year based on space availability.**

RELATIONSHIP OF THE SPORT CLUBS TO THE COLLEGE:

Tier System:

(1) **Conditional:** Receive no representation on **Sport Clubs Council**.

All *new clubs*, regardless of Sport Clubs Classification

(2) **Active Club: Allowed** one representative per team to vote on the Sport Clubs Council. To be eligible to vote the representative must be present at the council meeting.

Team Sport Clubs:

1) Indoor/Outdoor (Rugby, Ice Hockey, Rugby, Lacrosse, etc.)

Individual Activity Sport Clubs:

Martial Arts (Aikido, Karate, Tae Kwon Do, etc.)

Indoor (Fencing, Table Tennis, etc.)

Outdoor (Equestrian)

Active clubs are classified by **Team Sport Clubs or Individual Activity Sport Clubs (as above)**. This will allow clubs with similar facility and administrative needs to be represented on the Sport Clubs Council by a representative(s) elected from within the club executives of each particular group. (i.e., who is the best person in that group to represent the group)?

Conditional Status:

All new clubs are assigned Conditional Status for the first year of operation.

Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of club members.

Conditional clubs have lowest priority for facilities bookings and reservations.

Financial assistance is **not** available for **Conditional** clubs. A club assigned **Conditional** status must be a completely self-supporting organization.

Upon successful completion of **Conditional status**, a club will be automatically elevated to **Returning status** and as such be eligible for such support as deemed suitable (at the discretion of the Sport Clubs Director as recommended by the Sport Clubs Executive Council, subject to available funding).

Conditional clubs are not eligible to serve on the Sport Clubs Council.

Returning Status:

Returning status is the normal operating mode for a previously recognized club.

Be primarily instructional, competitive or recreational with limited travel to competitions.

Each club will be allocated the financial, promotional, administrative and resource support deemed appropriate for each club's needs. CSA allocated funding is reserved for administration costs, facility rentals, equipment costs, travel expenses and fees.

Returning clubs have normal priority for facilities booking and reservations (facilities booking and reservations shall be at the discretion of the Sport Clubs Director and the council). Sport Clubs may have facility bookings and reservations superseded by Physical Education classes, Varsity Teams, Recreational Instructional Programs or Intramural Programs if and only if no other facilities exist, or no other arrangements can be made, and that such an arrangement be deemed to be in the best interests of the college and PEAR.

Returning clubs that have been found, through a disciplinary meeting of the Sport Clubs Council, to be in violation of the rules and regulations may, at the discretion of the Sport Clubs Director, be reduced to **Conditional** clubs status at any given time.

Eligible to serve on the Sport Clubs Executive Council.

SPORT CLUBS COUNCIL:

Definition:

The Sport Clubs Council aids and advises the club representatives in administering the Sport Clubs Program. It exists to promote participation in the Sport Clubs Program and has as its primary objective to provide a medium for the exchange of information regarding the Sport Clubs guidelines and procedures.

Each **Individual SPORT CLUB** shall elect an officer to attend periodic Sport Clubs Council meetings and report back to the club. Others may attend as guests, but shall not have voting rights.

Sport Clubs Executive Council Structure:

(1) Name: Sport Clubs Executive Council

(2) Charge: (a) to recommend and monitor the CSA Recreational allocation of funds and resources for the maintenance of the Sport Clubs, including a non-allocated emergency fund based on 10% of the total Sport Clubs budget.

(b) To review applications for clubs desiring Sport Clubs Status and to determine appropriate status for each club completing the application process.

(c) To serve as an appeal board and rule on club appeals regarding decisions made by the Sport Clubs Executives and the Sport Clubs Director.

(d) To review each club’s adjusted budget request, and to make recommendations for allocation amounts.

(e) To formulate and enforce procedures which facilitate the development of the Sport Clubs Program.

(f) To make recommendations, offer advice, and assist in the decision-making process in other matters when requested to do so by the Sport Clubs Director.

(3) Membership:

Council Executives:

Chair

Safety Coordinator

Co-Chair

Marketing/Publications Officer

Secretary

The Sport Clubs Executives will also assist the Sport Clubs Director in the following ways:

- Administrative assistance and guidance.
- Budget preparation assistance.
- Assistance and supervision with finances.
- Field and facility reservations assistance.
- Equipment storage, checkout, and purchase.
- Assistance with transportation arrangements – limited basis.
- Consultation on publicity and promotion.
- Administrative record keeping.

Council Representatives from each club

The Sport Clubs Executives and club representatives will serve on the council.

Executive Council will serve as Co-Chairs for all regular meetings.

The Secretary will serve as recorder for all meetings.

Any Carleton club officer who is an active member of a **Returning Sport Clubs** may apply for a position on the Sport Clubs Executive Council.

Only one member per club may serve on the Sport Clubs Council.

(4) Quorum: A quorum is set at 8 members.

(5) Meetings: The Sport Clubs Council shall meet as necessary throughout the course of the academic school year. Any Sport Club can petition the Sport Clubs Executives to convene a meeting of the Sport Clubs Council.

Executive Council Responsibilities

Chair/Co Chair: responsible for conducting council meetings, reviewing budget requests for additional funding, responsible for sanctions against clubs who commit minor and major infractions affecting the organization of Sport Clubs.

Secretary: record the minutes of each meeting and post these on the Sport Clubs web site. Responsible for informing the council of previous business and decisions made concerning the management of clubs. Help the Sport Clubs Director to review policies based on decisions ratified by the Sport Clubs council.

Safety Coordinator: responsible for the issuing and maintenance of first aid kits to all competition or high risk clubs. Has to organize the safety training schedule for the club safety officers (includes American Red Cross certification and the sports injury clinic). Create a safety check list for traveling teams. Ensure that teams who compete at home and away are aware of the Emergency Action Plan (EAP).

Marketing/Publications Officer: responsible for collecting schedules and results from competing teams and ensuring that the Carletonian has this information for publication. Responsible for updating individual club web sites to stay current with season schedules and results.

RIGHTS AND EXPECTATIONS:

As a member of the PEAR Department at Carleton, each Sport Club is obligated to obtain the approval of the Sport Clubs Executive Council prior to acting on items, issues or ideas that are not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its Sport Clubs status, and all the rights and privileges associated with that status.

STANDARDS OF CONDUCT:

The basic concept underlying the college's standards of conduct is that students, by enrolling in the college, assume an obligation to conduct themselves and their organizations in a manner compatible with the college's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the college. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the college, even though you are not on campus for the event.

DRUG AND ALCOHOL POLICY:

As per Carleton College policy, illegal drugs and alcohol are not allowed in or on any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

****ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**

****THERE WILL BE NO CONSUMPTION OF ALCOHOLIC BEVERAGES WHILE TRAVELING TO AND/OR FROM COLLEGE SPONSORED EVENTS. ANY DEVIATION FROM THIS POLICY WILL RESULT IN IMMEDIATE DISMISSAL FROM THE SPORT CLUBS PROGRAM.**

INSURANCE: MAJOR CHANGE—READ!!!!

NEW this year, Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered. If you require additional coverage you may purchase it through the College by completing the form at: <http://www.cirstudenthealth.com/carleton>. The basic Carleton student health insurance policy cost \$637 and only covers the first \$500 of a Sport Club injury. Carleton College students who are not varsity athletes but participate in Sport Clubs may purchase additional coverage for per Sport Clubs premiums as follows: \$399.00— Aikido, Alpine Ski, Equestrian, Field Hockey, Ice Hockey, Rugby, Nordic Ski, Karate, and Tae Kwon Do and \$199.00— all other lower risk clubs.

ANNUAL REGISTRATION AND MEMBERSHIP GUIDELINES

RETURNING SPORT CLUBS:

Recognition as a Sport Club is granted for one year only (September until June). It is necessary for each club to register (at the end of the spring term) their intent to return as a Sport Club the following year. This is done by submitting a form to the Sport Clubs Director in May.

Registration procedures for returning clubs are as follows:

Register with the Sport Clubs Director (done in May of previous year).

Turn in an updated listing of officers to the Sport Clubs Director.

Submit Participation Waivers and Insurance Acknowledgement forms prior to individual participation.

Unless a club has completed the above procedures and is recognized by the PEAR Department, it will be ineligible to receive any assistance or use of facilities from the department. In order to retain its "active" status, any Sport Clubs must continue to meet the criteria outlined in this Handbook.

FORMING A NEW SPORT CLUB:

(1) Registration:

The following steps must be taken to become a registered Sport Club:

- 1) Operate for 1 yr as a registered group within the CSA
- 2) Consult with the Sport Clubs Director concerning plans for the establishment of a club.
- 2) Become familiar with this Handbook.
- 3) Write a Club Constitution, which must be filed with and ratified by the CSA and Sport Clubs Executive Council before conditional club status can be granted.
- 4) Fill out completely the request to become a new Sport Club, including a statement of purpose.
- 5) Be eligible to register for regional or national membership status in your specific sports organization.**

After completing the preceding steps, the newly registered Sport Club may request facilities bookings from the PEAR Department. However, prior to official registration, facilities may be made available to prospective clubs **for organizational purposes (i.e. classroom meetings)**.

All clubs are responsible for renewing their registration each year.

Only those clubs registered with PEAR are eligible to receive support or assistance from CSA and PEAR.

(2) Membership:

Membership in a Sport Club shall be the same as any registered student organization that includes regularly enrolled students. Alumni, faculty, staff and their spouses may take part in practices but are not eligible to compete in any club competitions. These individuals are not able to vote on the council or hold office at the individual club level.

(3) Membership Roster:

A complete membership roster must be kept for each Sport Club and be filed with the Sport Clubs Director by the second week of the active season. This roster is to be updated each term.

(4) Eligibility:

Participation in a Sport Clubs program is limited to valid students.

It is recognized that Sport Clubs may enter individuals or teams in competitions both on and off campus whereby specific eligibility rules be met. It is the club's responsibility to be aware of and abide by such regulations.

CONDUCT:

Clubs are expected to function in a mature and responsible manner both on and off campus in all club-related activity and in accordance with this Handbook.

Sport Clubs and/or the individual members of Sport Clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club related activity.

Disciplinary action may result in the revocation of Club support from the Sport Clubs Executive Council and the PEAR Department as well as with Carleton College.

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with college policies, campus regulations, Sport Clubs procedures or Sport Clubs standard of conduct, may result in loss of Sport Clubs status or other disciplinary action to the Sport Clubs involved. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the college.

Minor infractions:

Examples of minor infractions include but are not limited to the following situations:

- Failure to submit required forms and documentation.
- Non-use of block booked facilities.

If the violation is the club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:

- The club is placed on probation for a designated period of time or until the club corrects the problem.
- The Sport Clubs Executives will notify the club representatives in letter form stating:
 1. The reason for the probation.
 2. The length of the probation period.
 3. The possible consequences the club will face if additional infractions occur.
 4. The clubs right to appeal.
- If additional infractions occur:
 1. The club's funds are frozen and a part of the club's allocation may be forfeited.
 2. The Sport Clubs Council may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
 3. The club is notified in writing of the action(s) taken.
 4. The club is reminded of their right to appeal.

Major Infractions:

Examples of major infractions include but are not limited to the following situations:

- Displaying conduct that is incompatible with the college's function as an educational institution and the purpose of the Sport Clubs program. (i.e. un-sportsmanlike conduct toward officials or opponents or disruptive behavior on trips)

- Misusing club resources.
- Allowing ineligible individuals to participate in club activities.

For all major infractions:

- A meeting with the club representatives and the Sport Clubs Council is scheduled.
- Input from appropriate administrators and club members are solicited when deemed appropriate.
- The Sport Clubs Executives, after consultation with the Sport Clubs Council, determines the disciplinary action(s) to be taken.
- The club is notified in writing of the decision and is reminded of their right to appeal the decision.

Disciplinary Actions:

- Possible disciplinary actions that may be taken include, but are not limited to:
- Probation.
- Funds are frozen.
- Loss of facility reservations.
- Loss of funding.
- Loss of Sport Clubs status and sponsorship of the PEAR Department.
- Notification of disciplinary action is sent to the club's President or Captain, Dean of Students and Chair of PEAR department.

Appeal Process:

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person/council to whom a disciplinary decision is appealed will review the previous decision and rule on the appropriateness given the infraction(s) committed. **Sport Clubs who initiate an appeal are advised that the person/council, who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.** The appeal process consists of two separate forums:

Minor Infractions:

Appeals of disciplinary decisions involving minor infractions will be heard by the Sport Clubs Council, who will forward a recommendation on the appropriateness of the original disciplinary decision, along with recommendations of subsequent disciplinary action to be taken, to the Sport Clubs Executives. The Sport Clubs Executives will rule on the appeal, and may uphold, reject or modify the recommendations of the Sport Clubs Council.

Major Infractions/Decisions of the Sport Clubs Programmers:

Appeals of disciplinary decisions involving major infractions or decisions of the Sport Clubs Executives will be forwarded to the Sport Clubs Director who will rule on the appeal after investigating the situation. Clubs are again reminded that the Director may uphold, reject or modify the decision of the Sport Clubs Executives.

Filing an Appeal:

All requests for appeals must follow the following procedures:

Written notification from the Sport Clubs representative to the Sport Clubs Executive indicating the club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within three working days.

The three working day period begins when the Sport Clubs Executive notification of disciplinary action is mailed and a copy placed in the captain's mailbox.

The appeal will be forwarded to the appropriate person/council and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.

When a decision has been reached, the club's officers will be notified in writing of the decision and a copy placed in the captain's mailbox.

RECOGNITION AS A COLLEGE SPORT CLUB:

Clubs are permitted to use the name, "Carleton College" in describing their clubs only at such time as they qualify as a registered Sport Club. In using the college name, Sport Clubs must make it clear that they speak only for their own members and do not represent the college or its student body as a whole.

PROCEDURES

The participants conduct each Sport Club, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

SPORT CLUBS PROCEDURES:

Purchasing Procedures:

The Sport Clubs Director must approve all purchases using CSA funds **in advance**.

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL OF THE SPORT CLUBS DIRECTOR IF THE CLUB SEEKS REIMBURSEMENT.

Purchase requests must reflect the best interests of all club members.

Purchases and requests should be submitting well in advance of when they are needed if possible. The Sport Club Director has a Purchasing Credit Card to use for club purchases that is debited from club accounts. Please set up a time to meet with the Sport Club Director to make a purchase.

Purchasing SPORT CLUBS Uniforms: (Tee-shirts, tops, jackets, pants etc)

Sport Clubs who purchase uniforms using CSA club funds must consider these as club equipment and not the personal property of the club member. Any club member seeking to purchase the shirt or any other equipment from the club must pay the club the full purchase price.

Equipment Use:

All equipment, which is purchased for club use as an approved budgetary item, is and remains the property of the college. **This equipment must be stored at the college at all times. No equipment will be stored in private residences at any time.**

Equipment purchased for a specified club may only be used by members of that particular club unless special permission is granted by the club president/captain.

Facility Use:

Facility space is limited (when space use is at a premium) to a maximum of THREE times per week for a total of SIX hours, for each team Sport Club or individual activity Sport Club, provided the space is available.

Sport Clubs must submit requests through the Sport Clubs Director for facility use to support the following club related activities:

- Recreation
- Practice
- Competition (visiting teams, tournaments, etc.)
- Instruction
- Transacting club business
- Display of promotional materials
- Meetings and social get-togethers

Spectators are welcome at club related activities but do not have facility use privileges. Spectators are restricted to the area to which competition takes place.

Sport Clubs participants are required to follow all rules and regulations regarding facility use.

Accessing Facilities:

In order to access any of the college facilities during booked club times; **all club members must show a current student one-card.**

Accidents:

All accidents must be reported to the Sport Clubs Director **within 24 hours.** The accident report form is available on the Carleton Sport Club web page.

Trip Preparation:

A **Pre-Trip Form (online)** must be completed and turned into Sport Clubs Director at least **ONE WEEK** in advance of the pending trip. Tentative accommodation and travel arrangements are made at this time. Groups must travel together. No person can go earlier or return at a different time without special permission from the Sport Clubs Director.

Reimbursement for Travel. Club members are requested to turn in their mileage (mapquest) and check request form to their treasurer. This officer signs the request and forwards it to the Sport Clubs Director.

Vehicle request form must be submitted to the Campus Services office as soon as possible to ensure availability.

- (i) Vehicles are to be driven by licensed drivers who are at least **18 years of age.**
- (ii) These vehicles are to be used only for transportation to and from the destination.
- (iii) **If the use of private vehicles has been sanctioned by the Sport Clubs Director, EACH VEHICLE OWNER MUST CARRY A MINIMUM OF \$1,000,000 LIABILITY INSURANCE. Receipts must be submitted for reimbursement of any mileage claimed. GAS PURCHASES CANNOT BE CLAIMED FOR PRIVATE VEHICLES**

Three working days prior to leaving on the trip, the trip leader must check with the Sport Clubs Director for confirmation of hotel and travel arrangements and for notification of any unanticipated changes, which may have occurred.

Post Trip Procedure:

The trip leader must complete the **Post Trip Form (online)** within two days of returning from the trip and complete a check request with all relevant receipts and the balance of moneys.

Reports:

Annual Reports:

During the budget process, each Sport Club is required to answer questions about their club and submit the answers at the time they submit their budget request for the next school year. These questions include a variety of information detailing your club activity and suffice as the yearly annual club report.

Equipment Inventory Lists:

Each Sport Clubs is responsible for the care and inventory of their club equipment. A list of what the club has inventoried and its current storage location **must be submitted at the end of May, as requested by the Sport Clubs Director.**

Mandatory Club Meetings: Each Sport Clubs must send an officer to attend the Sport Club Meetings during the year. (See Important Club Dates, pg3).

PLEASE NOTE THAT FAILURE TO SUBMIT THE ABOVE PAPER WORK MAY JEPARDIZE A CLUB FROM CONTINUING ON AS A “RETURNING STATUS” CLUB THE FOLLOWING YEAR.

CONSTITUTION

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Sport Clubs should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, qualifying regulations) should provide for the internal need of the club. Specific provisions (membership, eligibility, and qualifications, officer qualifications, voting quorum, and amendments) should insure fulfillment to the CSA Clubs Charter guidelines.

- The constitution must be easily interpreted, so that the club can operate consistently from year to year.
- All constitutions must contain statements regarding the following:
 - The purpose, to include the general goals, objectives, direction of the group.
 - A definition of membership requirements.
 - A listing of officer titles, duties and requirements.
 - Quorum requirements for conducting official business.
 - The process for accessing dues and fees.
- The Sport Clubs Executive Council must approve any changes to the constitution.

A SAMPLE CONSTITUTION GUIDE CAN BE FOUND ON THE SPORT CLUBS WEB PAGE FOR REFERENCE.

SPORT CLUBS ORGANIZATION AND MANAGEMENT

SPORT CLUBS RESPONSIBILITIES:

The key to successful Sport Clubs lies in the degree of student leadership and participation. Students within each Sport Club are responsible for the internal administration of their club to include decision making in such areas as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a Sport Club to communicate with its members and to delegate and follow through with responsibilities will ensure the Sport Clubs smooth operation and stability over time.

The Carleton College Clubs and their individual members are fully responsible for abiding by local, provincial, and federal laws, as well as college regulations in all activities.

Each Sport Club must annually resubmit for renewal of affiliation with the Sport Clubs Executive Council.

Each Sport Club must have a completed Membership List on file in the Recreation Center. The Fall Membership List must be submitted by September 25 or before the first scheduled competition date, whichever comes first. The membership lists must be updated as members are added or deleted.

ALL CLUB MEMBERS ARE REQUIRED TO HAVE A PARTICIPATION WAIVER AND INSURANCE AKNOWLEGEMENT FORM SUBMITTED PRIOR TO PARTICIPATION — NO EXCEPTIONS

Each Sport Club is responsible for completing and submitting:

Membership Roster and Elected officers (September 25)

President's/Captain Agreement (October 10)

Budget Outline (October 10)

Each club is responsible for assuring that they have one (1) representative at the Sport Clubs Council Meetings. (Club will be in jeopardy of receiving no club funding and/or being fined \$25.00 for each Sport Clubs Meeting missed).

CLUB STATUS:

First Year Conditial Status:

New Sport Clubs must spend one year on probation to demonstrate stability in terms of attracting campus-wide participation on an annual basis. Sport Clubs in their first year will be self-supporting.

Returning Clubs:

Each Sport Club must annually submit for renewal with the SPORT CLUBS Executive Council. This includes submission of the List of Current Club Officers, the current Membership Lists and the current Captain's Agreement.

Probation:

Sport Clubs that have failed to regularly attend Sport Clubs Council Meetings will be placed on probation for the current term as well as for the following term/year. Sport Clubs on probation may not utilize college allocated funding during this period. This probation could also affect requests for the following years funding. Also facility requests may be cancelled during this period of time. All privileges may be restored at the termination of the probation.

Termination:

If any Sport Clubs begins to show steady decrease in participation, student leadership, and general interest, the Sport Clubs Executives will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a Sport Club is no longer meeting the needs for acceptance, as a Sport Club, termination of the current status may be appropriate. Once terminated a Sport Club must re-enter the program by following the procedures for forming a new club.

SPORT CLUBS OFFICERS RESPONSIBILITIES:

Responsibilities of the Captain/President:

- Serving as a liaison between the club and the PEAR Department, with the contact being the Sport Clubs Executives.
- Informing club officers and club members and complying with the content of the Sport Clubs Handbook.
- The captain will sign a form stating that he/she has read the Handbook and will comply with all the rules and regulations stated within.
- Holding regular elections of officers as stipulated in the club constitution.
- Informing the next club captain of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this Handbook to the new captain and arranging a meeting between the new president and the Sport Clubs Director.
- Submitting reports at the end of the term/year summarizing club activities. **Report forms** are available on-line.
- Meeting financial obligations incurred as a club.
- Completing the **Accident/Incident Report** form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation or instruction. These reports should be submitted to the Sport Clubs Director via the web ***within 24hrs*** of the occurrence.
- Reporting the results of all club associated competitions to the Sport Clubs Director.
- Appoint a qualified individual to be in charge of checking on the equipment for safety and inventory purposes. (Inventory Reports must be submitted to the Sport Clubs Director on an annual basis).

****NOTE:** The Sport Clubs Captain may appoint a liaison representative, but for successful communication, it is advisable to have the president as the link between the club and the PEAR Department.

Responsibilities of the Vice-Captain:

- Presiding over meetings and business in the Captain's absence.
- Assisting the Captain with his/her duties.

Responsibilities of the Secretary:

- Recording and circulating minutes of all meetings.
- Maintaining updated membership lists.
- Submitting to the Sport Clubs Director an updated membership list.

Developing and circulating publicity regarding club activities as approved by the Sport Clubs Director.

Responsibilities of the Treasurer:

- Preparing with the club captain the annual budget request.
- Maintaining all appropriate records of your financial activity.
- Aiding in fund raising activities.
- Submit all requests for individual reimbursements to the Sport Clubs Director

Responsibilities of the Equipment Manager:

- Submitting an **equipment inventory** annually (May 29) to the Sport Clubs Director.
- Obtaining club equipment for club functions through the PEAR Department.
- Ensuring that all club equipment is stored appropriately at the Rec. Center, West Gym, Stadium and Cowling.

Responsibility of the Safety Officer. (Teams who travel/compete in sport club events/matches)

- Maintain a first aid kit, stocked sufficiently with supplies and this kit will be on hand at every club practice and competition.
- Restock first aid supplies as they are depleted.
- Certified in Standard First Aid and CPR for adults, will be at every club practice and competition.

SPORT CLUBS MEETING REPRESENTATIVES:

Each Sport Club shall designate one (1) officer to attend the Sport Clubs Meetings (minimum of one per term). This representative will report meeting information back to the club officers. Others may attend as guests, but shall not have voting rights. A Sport Club will be fined \$25.00 for each meeting missed without an approved excuse. (Request for approval of absence must be submitted to the Sport Clubs Executives prior to the meeting).

CLUB INSTRUCTORS AND COACHES RESPONSIBILITIES:

Wherever possible, Sport Club instructors and coaches should be Carleton students, staff, or faculty.

Any Sport Club wishing to use an instructor or coach not affiliated with Carleton must submit a written request to the Sport Clubs Director. The request must include the prospective instructors' qualifications, experience, and certifications. Sport Club instructors/coaches are required to fill out a yearly INSTRUCTOR/COACH agreement form that can be found online at: <http://>

Instructors and coaches (outside Carleton) are strongly encouraged to have their own personal liability insurance as the college only covers claims for those who are injured on the job who are currently employed by the college.

The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Sport Clubs Director.

The instructor and/or coach must restrict their involvement with club to teaching and coaching in practice and may not participate in any area of competition as part of the club. Instructors and Coaches may not be involved in club administrative or decision making related business. The student representative will act as the liaison between the club and the PEAR Department. Questions as to the coaches or instructors involvement in the Sport Clubs business should be presented to the Sport Clubs Executives.

The Carleton College coaches or instructors are fully responsible for abiding by the local, state and federal laws as well as the college regulations in all Sport Clubs activities.

PE CREDIT:

The following SPORT CLUB members are eligible to receive **FOUR PE** credits over the four years of college by participating in a Sport Club beginning in the 2009-2010 academic school year:

Alpine Ski, Crew, CUT, Cycling, Eclipse, GOP, Ice Hockey(Men's and Women's), Lacrosse(Men's and Women's), Nordic Ski, Rugby(Men's and Women's), Sailing, Syzygy, Tennis, Men's Volleyball, Water polo

The following clubs are **NOT** eligible for PE CREDIT:
Equestrian, Table Tennis, Field Hockey, Badminton

The following clubs work in conjunction with the affiliated PE class and can serve as **MAKE-UP** classes if so chosen by the PE Instructor:

Aikido, Karate, Tae Kwon Do, Fencing

Only one credit may be earned each academic year. This means an individual cannot claim a Fall and Spring season sport as two credits within the same year.

Team members may not claim a sport PE credit in the same term if they are enrolled in a PE class.

Team members are responsible for informing captains that they are eligible for PE credit.

Individual club members are responsible for registering for their club at the same time as they register for the term classes. Drop/Add cards can be used at the beginning of the term to register for a club.

****Captains will receive a class roster list that must record all practices attended (minimum of 16) to earn the PE credit. The roster must be signed by the captain at the end of the term and indicate which students meet the minimum requirements of attendance. The roster should be sent to the Sport Clubs Director at the Recreation Center.**

FINANCE

BUGETARY REQUESTS:

Budgetary requests must be submitted by April 10th of each year for the next year's activities. Treasurers will receive an excel budget document to fill in and return to the Sport Clubs Director via e-mail attachment. Treasurers will also be required to attend a **MANDATORY** budget training session prior to the April 10th deadline.

BUDGETARY TIME FRAME:

The Carleton College Sport Clubs budgets operate on a nine-month term. This term commences on September 1 and terminates on June 10. **Therefore, all budgetary transactions must be completed by the last day of June. NO PURCHASES, REQUESTS, OR TRANSACTIONS WILL BE COMPLETED AFTER THIS DATE. THERE WILL BE NO EXCEPTIONS.**

GUIDELINES FOR USE OF COLLEGE FUNDS:

The following information outlines what Sport Clubs expenses may be absorbed by the CSA Sport Clubs' Allocated Funds:

Travel:

Allowable Expenses include the daily rental fee, vehicle insurance and mileage charges.

Non Allowable Expenses include vehicle fuel.

Although it is possible, Sport Clubs are **not** encouraged to pool their members' vehicles to cut their travel costs.

Speakers/Instructors/Coaches:

Honoraria:

The purpose of an honorarium is to cover the expenses incurred by a speaker, coach or guest instructor, coming to address the club's membership. In addition, it is to provide a small token of appreciation for the person's donation of time and energy to a Sport Club. **It is not a wage for the speaker or coach.**

If a club wishes to give more to a speaker, coach or instructor, it must use its own self-generated funds.

Where a club wishes to bring in a major speaker, it should approach the Sport Clubs Council for additional support.

Maximum Honoraria:

- (i) Speakers: (\$100.00/year)
- (ii) Instructors/Coaches: (\$300.00/year)

Hosting Expenses:

Hosting expenses are expenses incurred in the providing of some food and beverages (normally coffee/juice and bagels/muffins) during the presentation by a guest presenter. **Hosting expenses are not to be used for alcoholic beverages or any club social function** (self-generated funds must be used). In addition, this money cannot be used for accommodation or travel expenses incurred by a guest presenter.

Equipment:

Audio-visual Rentals: The category covers both the rentals of equipment as well as films, records, and tapes to be played on them. Whenever possible, a Sport Club should obtain audio-visual equipment from media services.

Equipment Repairs: If it is apparent that equipment was misused or deliberately broken, no money will be made available to repair the equipment. The club will be responsible for the cost of repairs. This money will come out of the clubs self-generated funds. The ongoing maintenance of equipment is the responsibility of the club.

Equipment Purchases: This category covers the purchase of all new pieces of equipment. Of course, given the nature of the Sport Clubs, requirements for equipment purchases will vary. This factor will determine the level of funding each club receives. A detailed breakdown of the exact cost and purpose of the equipment purchases will be required in the budget form.

ALL EQUIPMENT PURCHASED FOR SPORT CLUBS USE, AS AN APPROVED BUDGETARY ITEM REMAINS THE PROPERTY OF CARLETON COLLEGE. STORAGE OF THIS EQUIPMENT MUST BE AT THE COLLEGE AT ALL TIMES.

Publicity:

Clubs will be expected to make use of the Publications Office as their first choice for producing publicity. Examples of publicity expenditures are the advertising of events and the production of information sheets.

Office and Stationary Expenditures:

Stationary expenditures shall be such items as binders, receipt books, paper clips, etc. Office expenditures may also include postage, long distance phone calls, etc.

Rental of Facilities:

Most Sport Clubs will be able to find space for practices and activities on-campus, but some will be forced to seek facilities off-campus due to the nature of their club's activities. For these clubs, a rationale must be given in the budget request as to why any particular set of facilities have been chosen and justify their costs.

Clubs may book college **classrooms** for meetings, etc. This is done through Campus Activities.

Tournament and League Entry Fees:

Tournament entry fees should be covered by the individual club fund.

Membership, Affiliation and Officiating Fees:

Membership, Affiliation and Officiating Fees should be covered by the individual club budget.

OTHER IMPORTANT FINANCIAL CONCERNS:

The Treasure/Captain can request a detailed statement showing all transactions involving their funds account at any time from the Director of Sport Clubs. Statements can be sent out bi-monthly upon request. **Each Sport Club is responsible for verifying the accuracy of their statement.** All requests for expenditures involving self-generated funds will be checked against the clubs account balance to ensure adequate funds have been deposited. **ANY REQUEST FOR EXPENDITURES WHERE ADEQUATE FUNDS HAVE NOT BEEN DEPOSITED WILL BE DENIED.**

Club Deposits:

All money collected by each Sport Club **must be deposited** into the club account. **This is done through the Sport Clubs Director in the Rec Center 105. Deposit forms are required to be filled out and turned in with funds. Funds will then be brought to the business office and deposited into the appropriate club account.**

Accessing Club Funds:

Accessing Sport Clubs money (CSA allocated) must be done through the Sport Clubs Director. This process takes up to two weeks to complete. Therefore, **requests must be made at least two weeks in advance.**

Club Deficits:

Any club that incurs a deficit from the previous year will need to clear that deficit before it can operate as a club in the following year. There will be no exceptions to this rule. **The club will not be eligible to access any of the Sport Clubs privileges until the deficit is cleared.**

Carry Overs:

Self-generated funds left over at the end of one budget year may be carried over to the next budget year if the club outlines how the money will be spent. If a reasonable written outline of expenditures is **not provided by the club** then the funds will be carried over to the General Clubs account. **No college allocated funds will be carried over.**

Donations:

In order for a club to accept donations, clubs must insure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address and what the donation is specifically for. In addition, the donation must be a minimum of \$25.00. Questions about donations should be directed to the Sport Clubs Director.

PROCEDURE FOR REQUESTING ADDITIONAL FUNDS

If your club is in need of additional funding to help support your endeavors you may submit a request for additional funding found online at:

- It includes a section for explanation of your request, as well as an itemized list of expenses.
- The executive council officers will meet bi-weekly during Thursday's common time to go over any requests received.
- If an executive officer is a member of a club requesting funds, he or she will not vote on funding for that club. Instead, another council member will be asked to take his/her place in the vote
- No more than \$1000 will be awarded to any club in any given school year.
- The executive committee will award funds only upon a unanimous decision.

RISK MANAGEMENT

PURPOSE:

It is the purpose of the PEAR Department to not only offer a program of activity but also to endeavor to safeguard and protect all students, faculty and staff who participate in Sport Clubs.

HEALTH AND SAFETY:

Sport Clubs require individual and careful attention. A high-risk sport is “any activity in which there is a dangerous factor which could possibly lead to injury or loss of life.” While not all Sport Clubs would be classified as “high risk”, each club will be responsible for ensuring that the following procedures are followed.

- Each club member must sign a **liability waiver** stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.
- Each club leader must meet with the Sport Clubs Director to set up written guidelines and procedures to ensure the safety of all club participants. This will include emergency procedures and inclement weather policies.
- Each club must assign a qualified individual to check equipment for safety and to keep an ongoing equipment inventory check lists which will be handed in to the Sport Clubs Director at the end of each academic year (May 31).
- Each club must have at least one safety officer certified in both First Aid and CPR. Two safety officers if the club has more than 15 competition members. Each safety officer is required to attend a Sports Injury Clinic in the Fall or Winter, depending on when the club is active.
- First aid kits will be issued to all traveling clubs in the Fall. The safety officer is responsible for maintaining medical supplies and returning the kit at the end of the year. Clubs will be fined \$75 for failing to return their first aid kit.
- **Accident/Incident Forms** will be handed in to the Sport Clubs Director after any incident (see the next section re: Health and Safety). **ALWAYS SUBMIT THIS FORM WITHIN 24HRS OF THE ACCIDENT/INCIDENT.**
- Captains are to ensure that club members are aware of safety and liability in high risk activities and to ensure that the college rules and regulations are being followed.
- Clubs using the pool facilities at Cowling or West **must have a current qualified Carleton life-guard on deck at all times.** Whenever possible, a copy of a current/valid instructor/coach certification will be filed with the Sport Clubs Director.

ATHLETIC TRAINING SERVICES

An athletic trainer is available for consultation at the recreation center for 4 hours a week. Hours club athletes may stop by the training room are Monday and Thursdays from Noon—2pm. If your schedule does not work with those times you may contact the trainers to see if you can set up a time to meet with them.

Recreation Center Training Room (main office): x7371

Sport Clubs captains are required to submit an **incident/accident report** for injuries which occur to club members during on-campus or off-campus, practice, competition, informal recreation or instruction within **24 hours** of the accident, to the Sport Clubs Director.

SPORT CLUB INJURIES

Sport Club athletes with injuries may chose to see Dr. Koehler at the Allina Medical Clinic by setting up an appointment for Thursdays from 3-5pm. Please call to make the appointment and let them know you are a Sport Club athlete.

Allina Medical Clinic —> 507-663-9000

Dr. Scott M. Koehler, MD

Sports Medicine Specialist

- Specializing in acute sports injury management Injury rehab, recovery and return to play
- Sports performance and exercise physiology
- Spine and concussion management

First year of practice: 1999

Medical School: University of Minnesota

Internship and Residency: Oregon Health Sciences University

Fellowship: University of Utah hospital

Fourth year at Carleton, practicing through Allina Medical Clinic (1400 Jefferson Rd, Northfield, MN 55057, 507-663-9000

Associations/Memberships: American College of Sports Medicine; American Academy of Family Physicians; American Medical Society for Sports Medicine.

Professional Activities: Team Physician, Carleton and St. Olaf Colleges; Medical Director, Center for Sports Medicine and Rehabilitation (CSMR); Physician Pool, U.S. Ski and Snowboarding teams; Medical Staff, 2002 Winter Olympic Games and 2005 Snowboarding World Championships; Advanced Injection Techniques and Spine Procedures, Northfield Hospital.

RISK MANAGEMENT GUIDELINES FOR SPORT CLUBS:

- A safety officer is required to be present at all club practices and competitions involving contact sports and other activities where such a service is warranted.
- All clubs are responsible for having a safety officer.
- **The safety officer is required to have a minimum certification of Red Cross First Aid, CPR, attend the Sports Injury Clinic and Blood Borne Pathogen Clinic.**
- Sport Clubs are expected to abide by all state and local health and safety regulations.
- In case of emergency while at one of the PEAR facilities, basic first aid is available at the equipment desk of the Recreation Center, Cowling or West Gym.
- Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightning, hail, flooding, snow, tornadoes, and ice.
- Make sure all club participants use appropriate protection gear during contact practice and competition.
- Have a first aid kit onsite during practice and competition.
- Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions
- Team leaders and coaches are ultimately responsible for insuring that games, practices, competition, and club activities are safe. Club members must act in a safe and responsible manner.

DRUG AND ALCOHOL POLICY:

As per Carleton College policy, illegal drugs and alcohol are not allowed in any Carleton athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

****ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON ANY RECREATIONAL SPORT OR ATHLETIC FIELDS BY PARTICIPANTS OR SPECTATORS.**

****THERE WILL BE NO CONSUMPTION OF ALCOHOLIC BEVERAGES WHILE TRAVELING TO AND/OR FROM COLLEGE SPONSORED EVENTS. ANY DEVIATION FROM THIS POLICY WILL RESULT IN IMMEDIATE DISMISSAL FROM THE SPORT CLUBS PROGRAM.**

INSURANCE: MAJOR CHANGE—READ!!!!

NEW this year, Carleton College will assume NO responsibility for the payment of medical expenses resulting from injuries that occur while participating in Sport Clubs. Individuals are responsible for reviewing their current health insurance policy to see if you are covered. If you require additional coverage you may purchase it through the College by completing the form at: <http://www.cirstudenthealth.com/carleton>. The basic Carleton student health insurance policy cost \$637 and only covers the first \$500 of a Sport Club injury. Carleton College students who are not varsity athletes but participate in Sport Clubs may purchase additional coverage for per Sport Clubs premiums as follows: \$399.00— Aikido, Alpine Ski, Equestrian, Field Hockey, Ice Hockey, Rugby, Nordic Ski, Karate, and Tae Kwon Do and \$199.00— all other lower risk clubs.

TRAVEL

Clubs seeking competitive opportunities outside of Northfield must adhere to the following guidelines to insure a safe trip and reimbursement for travel expenses.

- Drivers of personal vehicles must fill in the **REGISTRATION OF PERSONAL VEHICLE form and have the form on file in the Sport Clubs Director office.**
- Clubs must fill in a **van usage registration form** and obtain the Sport Clubs Director signature before Campus Services will authorize the reservation of a college vehicle.
- Submit pre-trip and post trip forms to the Sport Clubs Director via the Sport Clubs web site. Pre-trip forms must be submitted least 5 days prior to travel; post-trip forms must be sent in within two business days after returning.
- To obtain travel reimbursement the treasurer must submit receipts reimbursement (check request) form to the Sport Clubs Director. If possible, use the Sport Club **purchasing card** for purchases prior to departure. Set up a time to meet with the Sport Clubs Director for assistance.
- For trips that involve traveling further than 100 miles one-way, or involve duration of more than 8 hours, travel rosters with passenger names and emergency contact phone contact and trip itineraries must be filed with the Sport Clubs Director.
- Cell phones are required equipment for all groups travelling out of town. **The driver must not operate a cell phone while the vehicle is in motion.** Clubs may use a personal phone, obtain one of the two available from the recreation center, or rent one from Telecommunications on campus (x5422).
- Contact Carleton Security for a travel advisory report before departing; x4443 or x4444.
- Contact the Sport Clubs Director if you are having difficulty deciding if inclement weather should change your travel plans. The Director will take responsibility for canceling a trip based on unsafe travel conditions. If the club suffers financial penalties for not attending the competition the PEAR department will assist the club financially.
- Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used the club may reimburse the driver 14¢ a mile for vehicle expenses.
- Students driving college vehicles must obtain Campus Services certification first. College vehicles are charged to the individual club account for mileage. Check with Campus Services on the mileage rate for the vehicle you are driving. Record miles on the vehicle log and **inform the Sport Clubs Director.**
- Campus Services, is located in the basement of Sayles Hill, and keeps a list of approved drivers and authorizes college car use. Contact x4443
- **Travel Guidelines for Long Distance Trips**
 - Drivers should be well rested before embarking on a long distance trip.
 - A maximum of **16 hours or 800 miles of continuous travel**, followed by a layover of 8 hours is required.
 - All night driving should be avoided whenever possible.
 - Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block.
 - Each four-hour driving shift must be followed by one rest period of a least one hour.
 - During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure the driver remains alert.

FUNDRAISING AND SPONSORSHIPS

Funding of club activities has become primarily the responsibility of Sport Club members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option and avenue to assistance.

Some suggested methods of generating funds include auctions, bake sales, car washes, candy sales, dances, films, garage sales, selling T-shirts, spaghetti dinners, pancake breakfasts, rent-a-student services, exhibitions, tournaments, game programs, (walk-a-thons, swim-a-thons). All of these require some degree of planning and coordination to ensure positive results.

It must be noted that any on campus alcohol related functions can not be used as a fundraiser.

GUIDELINES:

- Center the fundraising activity on some specific event or goal.
- Choose a fund drive chair from the club, to direct and coordinate the effort.
- Assign specific tasks to committees.
- Allow enough time for planning and advertisement.
- Avoid scheduling conflicts with other major campus or community events.
- Ensure that the event is well publicized.
- Reserve necessary facilities well in advance.
- Inform appropriate authorities. Get approval when necessary.
- Keep accurate records of all moneys received and spent.

REGISTRATION:

All fundraisers must be registered with the Sport Clubs Executive Council and/or Sport Clubs Director.

DONATIONS:

In order for a club to accept donations, clubs must insure that they receive gifts according to the donor's specification. In order for the donor to receive a tax receipt, the club must have the donor's name, address and what the donation is specifically for. In addition, the donation must be a minimum of \$25.00. Questions about donations should be directed to the Sport Clubs Director.

SPONSORSHIPS:

INFO COMING-ADMINISTRATION HAVING DISCUSSIONS AT THE TIME THE MANUAL WAS PRINTED. SEE AARON FOR DETAILS AND QUESTIONS.